INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
KAMPALA	CDC	101262

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes 2 ☐ No   100284

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No.

_____ , _____ (Title) ———— (Series) ———— (Grade)

☐ b. New Position

☒ c. Other (explain) RECLASSIFICATION

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Public Health Administrative Specialist, 0540	FSN-10	AFRCC: MHB	12/2/2020
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Statistician	Vacant

8. OFFICE/SECTION	a. First Subdivision
Centers for Disease Control and Prevention	Strategic Information Branch
b. Second Subdivision Data Management and Statistics	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ _____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	**12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**
_____ _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	_____ _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent provides a broad range of statistical support to physicians, epidemiologists, behavioral scientists, and health service researchers working with projects led by and organizations supported by CDC-Uganda. Support includes the application of appropriate statistical methods to the analysis of project data and the statistical investigation of issues related to research topics. Incumbent provides statistical expertise as well as advanced computer programming for research and projects conducted by CDC-Uganda or to which CDC-Uganda lends support.

The incumbent works with the Associate Director for Science (ADS) office to ensure that reports and scientific publications are consistent and compliant with the CDC human subjects operating procedures and federal regulations. The job holder provides leadership in data management to CDC Uganda, developing processes and

methods to increase the efficiency of study related and routine program data sets.

14. <u>MAJOR DUTIES AND RESPONSIBILITIES</u>   <u>% OF TIME</u>

a) <u>Evaluation, Surveys and Surveillance</u>
Provides technical support in all phases of the analytical process: design of studies; design of data collection instruments and systems; planning the analysis of data and selecting appropriate statistical techniques for analysis; data analysis, assessing the quality of data; interpretation, presenting the results of studies and dissemination of findings. Technical support activities include but are not limited to planning data collection activities, reviewing the quality of the collected data, the selection and implementation of the appropriate statistical methodology for analysis, and evaluating the precision and validity of the information collected. Incumbent is responsible for determining that the appropriate statistical methodology is applied, underlying assumptions are addressed, and the results are interpreted and explained correctly. The incumbent works with CDC Uganda and partner staff as needed to support in the design and optimization of data management workflows. The incumbent often works in a multi-disciplinary team setting with researchers having a wide range of quantitative sophistication. Incumbent routinely has multiple projects underway simultaneously with competing project deadlines.
45%

b) <u>Protocol Reviews</u>
The incumbent conducts detailed examination and analysis of all scientific protocols and reports submitted, ensuring that they are statistically and methodologically sound. Works with the investigators to ensure compliance and provides inputs into protocols and reports. The incumbent should ensure that the statistical considerations section is consistent with other parts of the protocol. If there are any amendments to the protocol, the incumbent ensures that the addendum remains statistically sound and continues to be compliant with regulations. The incumbent reviews the changes before submission for approval to the appropriate scientific review committee and the IRB.   **40%**

c) <u>Reports and Publications</u>
The incumbent is recognized expert on advanced methods of statistical analysis, advanced programming consultation and the utilization and analysis of complex multi-stage survey data. Incumbent is relied on to design or adapt creative statistical approaches which are implemented or used by other statisticians or researchers within CDC. Programming duties can include creation, manipulation and analysis of large, complex data sets. These programs include appropriate weighting of statistical tabulations of data from surveys. Devises appropriate methods for summarizing, interpreting and presenting the results of statistical analyses of data compiled from studies and projects. Prepares advanced statistical reports, graphs, charts, tables and narrative material to be used in publishing the results of studies and in giving oral presentations. Independently defines input and output requirements, editing procedures and maintenance routines to ensure data quality.

Requires a thorough knowledge of the capabilities of SAS, EPIINFO, STATA or spreadsheet and data base software, and other PC applications.   **15%**

> **Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. <u>QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE</u>
a. Education:
A Master's degree in the field of Biostatistics, Medical Statistics, or Public Health is required.

b. Prior Work Experience:
Minimum of 3 years working experience in data management, programming and analysis position in the

health field and in advanced analysis using either SPSS, SAS, STATA or any other statistical software is required.

c. Post Entry Training:

CDC Mandatory training on ethics- Good Clinical Practice (2 weeks), on-going advanced statistical trainings.

d. Language Proficiency: (*List both English and host country language(s) proficiency requirements by level and specialization*)

Level IV (Fluent) speaking/reading/writing of English is required. Must have the ability to read and write technical manuals and scientific papers in English.

e. Job Knowledge:

In-depth, comprehensive, and evolving knowledge of statistical and mathematical analysis techniques integrated with computer applications is required. Higher mathematical ability with a solid background in statistics and the calculus of probability is required. Knowledge of parametric and non-parametric techniques, along with categorical data analysis, and advanced statistical techniques are required. Must have excellent knowledge of multiple statistical software is required.

f. Skills and Abilities:

The ability to assess the requirements of a project and determine the most efficient and timely statistical techniques is required. Computer skills including knowledge of statistical software is required, including SAS, STATA, EpiInfo, SPSS, and/or other statistical software packages.

16. <u>POSITION ELEMENTS</u>

a. Supervision Received:

Incumbent works under the general supervision of the Data Management and Statistics Team Lead. Incumbent receives only general direction on the nature and scope of the assignment and is given broad latitude in the technical approach and coordination/integration of other staff in implementing methods to meet project needs. Work is reviewed in terms of overall effectiveness in meeting the requirements of the assignment.

b. Supervision Exercised:

None.

c. Available Guidelines:

Incumbent operates within the existing CDC-Uganda policies, procedures and guidelines. Often, the incumbent may have to rely on the technical literature and theory in statistics, mathematics or subject matter area, and on creativity and resourcefulness to arrive at technically defensible approaches.

d. Exercise of Judgment:

Incumbent must deal with a variety of statistical, mathematical, computational, and subject matter issues related to research in CDC-Uganda projects. Incumbent is recognized as a specialist by other researchers in the areas of study design, data analysis, use of appropriate statistical techniques and associated computing software, techniques in complex survey analysis and associated specialized software, and the assessment and interpretation of data, results, and methods. Incumbent keeps abreast of new developments and applications in the field of biostatistics, mathematics, and computational techniques.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Technical contacts are often with individuals involved in UVRI-CDC collaboration. Incumbent engages in highly technical discussions with other technical and subject matter experts from other organizations, as well as international institutions.

g. Time Expected to Reach Full Performance Level:

52 weeks.